

CUSTODIAN
OPEN EXAMINATION
SPOT: ALAMEDA, FRESNO, LOS ANGELES, ORANGE,
RIVERSIDE, SAN BERNARDINO, SAN DIEGO, SAN FRANCISCO,
SAN JOAQUIN, SANTA CLARA, SHASTA-TEHAMA,
SONOMA COUNTIES

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES



SALARY RANGE: \$1,960 - \$2,382
FINAL FILING DATE: JANUARY 24, 2006

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY This is an OPEN SPOT examination for the Department of General Services. Indicate in Block 1 of your Examination Application Form 678 where you wish to establish eligibility. Candidate may establish eligibility in one location. Persons who file for more than one location on one application or who file multiple applications will be placed in the spot location nearest their residence as indicated on the Examination Application Form 678. Indicate the location for which you are applying directly under the examination title. Anyone who meets the minimum qualifications as stated below may apply. **If you previously applied during the publicity period of November 14th through November 21, 2005, you do not need to reapply.** Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM QUALIFICATIONS **Either I**
Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)
Or II
Six months of experience as a Custodian.

SPECIAL CHARACTERISTICS Willingness to work at night.

THE POSITION Custodians, under supervision, perform custodial duties in keeping an assigned office, building or area clean and orderly; and do other related work.

BENEFITS Depending on your appointment, the State of California offers an attractive benefits package that includes:

- PERS reciprocal
- PERS Member Home Loan Program
- Dental plan for employee and dependents
- Vision plan for employee and dependents
- Health plan for employee and dependents
- Vacation leave, sick leave and holidays
- Group Legal Services Plan
- Life Insurance Plan
- Deferred Compensation Plan or Savings Plus
- Flex Elect Program (a voluntary program which offers significant tax advantages and can increase your take home pay)
- Employee Assistance Program

EXAMINATION INFORMATION	<p>PERFORMANCE EXAM – WEIGHTED 100%</p> <p>This examination will consist of a Performance Exam weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase of the examination. COMPETITORS WHO DO NOT APPEAR FOR THE PERFORMANCE TEST WILL BE DISQUALIFIED FROM THE EXAMINATION. It is anticipated that the Performance Exam will be held during the months of Feb/Mar 2006. The examination will be administered in the following areas: Fresno, Los Angeles, Oakland, Redding, Riverside, San Diego and Stockton. Other locations may be added if conditions warrant.</p>
SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Methods, materials, chemicals, disinfectants, and equipment used in custodial work.2. Safety practices in custodial work. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Use and care for custodial equipment and supplies.2. Follow directions.3. Read and write at a level appropriate to the classification.
ELIGIBLE LIST INFORMATION	<p>An OPEN-SPOT eligible list will be established for the Department of General Services for each spot location. Each list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
VETERANS' PREFERENCE	<p>Veterans' Preference Credit will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.** Directions for applying for veterans' preference are on the Veterans' Preference Application form, which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ☎ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ☎ West Sacramento, CA 95798-9052 ☎ Telephone (916) 376-5400
STREET ADDRESS: 707 Third Street, 7TH Floor ☎ West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 ☎ Voice 1-800-735-2922